



**City of Havelock, North Carolina  
Board of Commissioners**

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## **WORK SESSION AGENDA COMMUNIQUE**

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**TO:** Mayor William L. Lewis, Jr.  
Board of Commissioners  
City Attorney Troy Smith

**FROM:** City Manager Frank Bottorff  
City Clerk Cindy Morgan

**SUBJECT:** Board of Commissioners Meeting – Monday, April 08, 2019 – 7:00 PM

**DATE:** 4/5/2019

**CC:** Department Heads; Press

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### **I. CALL TO ORDER:**

Mayor Will Lewis will call the meeting to order.

### **II. OPENING PRAYER/MOMENT OF SILENCE:**

The Mayor or a Board member shall request a clergy member to offer the opening prayer or the Board shall conduct a moment of silence.

### **III. PLEDGE OF ALLEGIANCE:**

Mayor Will Lewis will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

*“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”*

### **IV. WORK SESSION & CONSENT AGENDA:**

The City Clerk respectfully submits to Board, the Regular Agenda and the below Consent Agenda items, which there is thought to be of general agreement and little public interest or no controversy. These items may be voted on as a single group without Board discussion “or” if so desired, the Board may vote to remove any item(s) from the consent agenda and place same on the regular agenda for discussion and consideration.

<b>Consent Agenda Item A</b>	Minutes of the March 12-13, 2019 Board of Commissioners Planning Retreat
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<b>Consent Agenda Item B</b>	Schedule a Public Hearing for Monday, April 22, 2019 beginning at 7:05 p.m. or as soon as the matter can be reached to consider Conditional Zoning District (CD) to construct Woodfield Landing, an 80-unit apartment complex on 20.94 acres
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**Request:** Commissioners motion and second are being sought as to approving or not, the following agenda matters:

- A. Consent Agenda as presented; and
- B. Work Session Agenda as presented.

**City Manager's Opinion:** The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the manager understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

## V. WORK SESSION AGENDA ITEMS:

### Item #1. NCDOT R/W Acquisition - Armistead Property

The R-1015 Havelock Bypass project is progressing and NCDOT is currently in the Right-of-Way acquisition phase. The Armistead property, owned by the City and located at the east end of the City on US 70, is within the area that DOT will be acquiring property to widen the right-of-way.

A NCDOT representative has provided an Offer to Purchase and a copy of the map illustrating the area proposed for right-of-way acquisition on this property (**Exhibit #1A**). The City Attorney has recommended that the prudent path is to have our own appraisal done in order to provide necessary guidance in deciding the fair market value. A copy of the Tax Parcel Card (**Exhibit #1B**) and the Property Survey (**Exhibit #1C**) are attached.

Staff will be proceeding with having an appraisal completed and will then report back to the Board to discuss the offer. This presentation is for informational purposes only, no action is necessary at this time.

## **Item #2. Proposed Solid Waste Contract Amendment: *Waste Industries***

As mentioned briefly at the annual retreat last month, the City's current contract with Waste Industries expires on June 30, 2019. Staff and Waste Industries (WI) discussed a possible extension of the current contract and WI presented a no cost increase three (3) year extension (**Exhibit #2A**) and a 1.5% increase one (1) year extension (**Exhibit #2B**). Staff has reviewed the proposed amendments and recommends acceptance of the 3-year proposal. Additionally, the City Attorney has reviewed the proposed amendment and found no legal issues.

As background information, the City originally contracted with WI in 2009 and amended the contract in 2012. The original contract (**Exhibit #2C**) and resolution (**Exhibit #2D**) along with the 2012 amending resolution (**Exhibit #2E**) are enclosed for the Board's information. Staff is seeking direction from the Board so that the item may be scheduled for adoption consideration at the April 22, 2019 televised meeting.

## **Item #3. Appearance Commission: *Request Use of Unspecified/Unused Funds***

During the budget process, the Board of Commissioners approved funding in the amount of \$5,650 for the Community Appearance Commission. While some of these funds were project specific, \$2,400 was designated as "unspecified funds." In return, the Appearance Commission is required to receive Board authorization prior to expending. On November 26, 2018, the Board authorized a \$500 expenditure to purchase a Santa's Fire Engine, leaving an "Unspecified Funds" line item balance of \$1,900. In total, the Appearance Commission has a remaining balance of \$3,303 for the current fiscal year.

On behalf of the Appearance Commission, Recreation Director Travis Adams will present the Committee's request (**Exhibit #3A**) to utilize \$3,250 of the Appearance Commission's budget for the purchase of several items to be briefed.

## **Item #4. Brief Items:**

### **A. Board of Elections Contract**

As you are aware, the contract with Craven County Board of Elections to conduct the upcoming 2019 elections was approved on February 25, 2019 at an estimated cost of \$8,600. Absentee voting expenses are typically shared with River Bend and Trent Woods. However, Trent Woods has since decided to opt-out of absentee voting, increasing the overall expense for Havelock and River Bend. River Bend initially opted-out as well, but has since rescinded their resolution. Our estimated election expense is now \$10,505. The City of Havelock has the option to opt-out of absentee voting as well, which would

make our election expenses closer to \$5,000. Absentee voting includes absentee by mail and one stop early voting. Opting out would only allow voting in person on Election Day.

For a historical analysis, in 2017, Havelock had a total of 8,470 registered voters; 608 voted in 2017, with 39 of those considered absentee votes. If the City would like to opt-out of absentee voting, a resolution would need to be adopted at a near future meeting and a new agreement between the City and Craven County Board of Elections would be drafted.

#### **B. Reminder of Upcoming Events**

- Community Fabric Awards: Thursday, April 18, 2019 at 12 noon, Havelock Tourist & Event Center
- City of Havelock "Tailgate Party" Volunteer Appreciation Event: Friday, April 26, 2019 at 5:30 p.m., Havelock Tourist & Event Center
- NCLM Annual Conference: May 14-16, 2019, Hickory Metro Convention Center  
*(Registrations and hotel accommodations have been made)*
- Association of Defense Communities National Summit: June 10-12, 2019, Washington, DC  
*(Registrations and hotel accommodations have been made; travel discussions are still needed)*

## **VII. ADJOURNMENT/RECESS**